

FIRE ADMINISTRATIVE ASSISTANT

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible non-supervisory administrative position, the primary duties of which include assisting the Fire Chief in directing, planning, and coordinating fire department administrative activities in such areas as records, finance, personnel management and human resources. The Fire Administrative Assistant prepares correspondence for the chief, receives and processes records and reports, and oversees the maintenance of inventory and supplies. The Fire Administrative Assistant performs duties independently with little supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists with managing the operation of a fire department function or division, and works with the Fire Chief in management of all department operations on one shift. Cooperates with the Fire Chief to set goals and objectives for the department, or an assigned function or division. Works with the Fire Chief to plan and organize departmental operations having to do with equipment and apparatus. Assists with inspections of various divisions, observes department operations, and takes appropriate action to correct or improve problem areas. Aids Fire Chief in planning and organizing operations related to personnel. Keeps informed on local trends that may affect the fire service, and assists with giving reports, offering advice, and making recommendations when attending all meetings required by the local governing authority. Participates in the research and planning for programs and activities of the department. Conducts polls and surveys on questions or problems related to the fire service, and organizes and analyzes data. Organizes special projects related to public relations or the image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Collaborates with the Fire Chief on meetings with fire department personnel for the purpose of receiving reports and disseminating information. Conducts training in pre-fire planning. Ensures that personnel research the best methods of handling specific fire department tasks, and sees that such jobs are either contracted for or assigned to qualified department personnel. Works with Fire

Chief in inspecting employee appearance, assigning work or duty areas, assigning working schedules, approving leave, reviewing written reports, discussing employee performance with superiors, overseeing and evaluating work performance, discussing work performance with employees, providing assistance in technical areas of work, counseling employees who are experiencing work problems, and resolving employee complaints or grievances. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment. Provides for the needs of firefighting and other emergency personnel at the scene of an incident.

Acts as receptionist to visitors to the Fire Chief's office, including answering the telephone, and directing visitors and calls to the appropriate individuals or offices. Schedules appointments and maintains calendar of events for the Fire Chief. Places phone calls for the Fire Chief and handles routine questions and requests from callers and visitors following department procedures. Receives, reviews, and processes mail and other materials in accordance with departmental procedures. Processes outgoing mail and interdepartmental correspondence. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Develops new procedures for office functions when necessary, and recommends management policies and goals to the Fire Chief.

Oversees department records and reports, and provides for the maintenance of all records, including personnel records, records of activity, and inventory records. Works with the Fire Chief to determine what information should be included in all records of the department, and determines in what form this information should be kept. Reviews records and forms completed by personnel, and inspects records-keeping systems and facilities to ensure proper maintenance of all records and reports. Prepares payroll records. Assists in the preparation of LFIRS reports. Personally completes all forms or records required. Proofreads typed material and corrects errors. Locates and retrieves information or documents from hard copy files and the computer database. Briefly reviews correspondence, reports, and other materials to be filed to determine subject matter. Maintains records on the location of materials removed from files and traces missing files. Extracts information or summarizes contents of files for use by department personnel.

Manages the accounting for the money and assets of the entire department, or of an assigned function or division. Assists the Fire Chief in the preparation of the departmental operating budget by gathering information and helping compile and organize data needed to prepare the budget. Authorizes expenditure of funds, and prepares expenditure and revenue estimates. Assists with the purchasing of equipment and supplies, keeping such purchases within

the established budget. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Ensures inventory and supplies are properly maintained. Orders and distributes supplies and equipment to department personnel as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than twenty-one (21) years of age.